

**Economic Development Commission**  
**2005-2006**

Dear Applicant:

Thank you for your interest in enhancing the City of Auburn's business environment and economic base.

The attached application form and directions have been provided for your convenience. To ensure proposals are not delayed in the review process, only complete applications will be considered. Please read the instructions prior to completing the application.

The Economic Development Commission will review applications *quarterly*:

- **Event** applications: July, October, January, April
- **Project** applications: August, November, February, May

The Economic Development Commission will make every effort to review your application within 90 days. If funding is approved, you need to allow a minimum of an additional two weeks for the City Council's final approval. *You will have one year from the date of funding authorization in which to use the funds. If the funding has not been used in the one year period as stated in your proposal, the funding authorization may be withdrawn and you may be required to re-submit your funding request for approval.*

Prioritization of funded applications will be determined by the City of Auburn Economic Development Commission. Proposal prioritization will be based on relation to goals and objectives established by the Commission.

Thank you again for your interest in our community. Should you have questions, please direct them to Robert Richardson, City Manager, at (530) 823-4211, Ext.191.

Sincerely,

Monti Reynolds  
Chairman, Economic Development Commission

Enclosures

**CITY OF AUBURN  
ECONOMIC DEVELOPMENT COMMISSION  
REQUEST FOR FUNDING (GENERAL)**

**Organization:** \_\_\_\_\_

**Contact Name/Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone/Email:** \_\_\_\_\_

**Funding Information** (attach a detailed budget for your project or event)

AMOUNT REQUESTED FROM EDC	\$
Value of in-kind services requested from City	\$
Amount of other funding and in-kind services for this project	\$
Total amount from all funding sources	\$

**Proposal Information** (attach additional pages as necessary)

1. Description of Project or Event (include if this is a one-time or ongoing project or event):
2. How will the requested funds be used?
3. Description of in-kind services requested from City (if any):
4. How does this project or event enhance Auburn's business environment and economic base? What measurable results are expected?
5. Does this project or event promote Auburn as a destination for visitors? If so, how?

Date Submitted: \_\_\_\_\_ Date Reviewed by EDC: \_\_\_\_\_

## **Directions for Completing Funding Request Form**

### **Purpose of Funding**

- *By providing contributions to new and existing, unique and innovative events/projects, EDC can assist with generating a positive economic impact in Auburn*
- *By providing startup contributions, EDC may assist new events up to three years.*
- *By providing funding contributions, EDC can assist organizations in their efforts to increase business and/or make desirable improvements to Auburn. Ongoing funding will only be considered when the Commission believes there is an overriding public benefit, coupled with a perceived inability to be self-sustaining without City assistance.*

### **Application Instructions**

1. Provide clear, complete and accurate information. Use additional pages as needed.
2. Provide complete description of your event/project. Attach pictures, drawings and posters, if needed, to clearly define its scope. Include the purpose and anticipated results of your event/project. Events should also include the number of participants anticipated, location of the event and hours.
3. A *detailed budget* for your proposal is required to be attached to your application. At a minimum, please provide a breakdown of your *total revenue*, which should include fundraising, grants/donations, investment income, value of in-kind services and any existing balance(s). Also provide a breakdown of your *expenses*, which should include fundraising, insurance, printing, postage, office promotion, professional fees and contingency. State “none” or “not applicable” when appropriate.
4. Elaborate on the benefits to the economic base of Auburn. Measurable goals are an important portion of a well-planned event/project. Please include all measurable benefits to Auburn.
5. If this event/project has received EDC funding in the past, please provide history and reasons why continued funding should be considered.

**Upon completion of the Request for Funding Application, return form and attachments to:**

Robert Richardson, City Manager  
City of Auburn  
1225 Lincoln Way, Room 9  
Auburn, CA 95603  
Phone: (530) 823-4211, Ext. 191  
Fax: (530) 823-4216